

ANNOUNCEMENT NUMBER: 011-018

OPEN TO: All Interested Candidates

POSITION: ADMINISTRATIVE ASSISTANT, FSN- 6/ FP-7*

OPENING DATE: June 13, 2011

CLOSING DATE: June 17, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 39.994.00 p.a. (Starting salary)
(Position Grade: FP-07 to be confirmed by Washington)

*Ordinarily Resident: US\$ 22.276.00 p.a. (Starting salary)
(Position Grade: FSN-6)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking individuals for the position of Administrative Assistant in the General Services Office of Embassy Luanda.

BASIC FUNCTION OF POSITION

The incumbent is responsible to coordinate several services of the travel section and provide administrative support to the FSN Management Specialist supervisor maintains visitor's list of TDY staff and Mission traveler's control report, schedules expeditors for arrivals and departures. Make all hotel bookings and coordinates all TDY housing assignments. Prepares time and attendance for the section, prepares and issue Travel Orders using Travel Manager. Supervision is provided by the Management Specialist.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222641284.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of secondary school is required.
2. **REQUIRED WORK EXPERIENCE:** 2 to 3 years of general services or administrative work with US Government agencies or other organizations.
3. **REQUIRED LANGUAGES:** Level 3 English; Level 4 Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE:** Knowledge about the internal working structure of the organization.
4. **OTHER REQUIRED SKILLS/ABILITIES:** Must have good interpersonal and communication skills, proficient in keyboard/data entry and MS office applications.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222 641 161
FAX: 222 641 095

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 17, 2011

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer